

U. S. DEPARTMENT OF AGRICULTURE  
Natural Resources Conservation Service

**Resource Conservation and Development (RC&D)  
Fiscal Year (FY) 2010 Announcement of Program  
Funding WASHINGTON STATE Announcement  
Number:  
USDA-NRCS-WA-10-01**

**Catalog of Federal Domestic Assistance (CFDA) Number: 10.901**

**SUMMARY:**

NRCS requests applications for Resource Conservation and Development (RC&D) to support and stimulate new and on-going conservation activities and wise development of natural resources in support of the Resource Conservation and Development (RC&D) program in Washington State. Applications are accepted from RC&D entities located within Washington State only. NRCS anticipates that the amount available for support of this program in FY 2010 will be approximately \$34,000.00. Funds will be awarded through a statewide competitive grants process.

Projects must contribute to Action Items in RC&D Council Area Plans and Annual Plans of Work and result in reportable deliverables during Fiscal Year 2010-2011. Applications are requested from eligible RC&D Councils located within Washington State only for competitive consideration of grant awards for projects of one (1) year in duration. This notice identifies the objectives for RC&D projects, the eligibility criteria for projects, and provides the associated instructions needed to apply under this announcement.

**PROPOSAL DUE DATE AND ADDRESSES:**

**DATES:** Applications must be received in the NRCS Washington State Office by 4 P.M., Pacific Daylight Time (PDT) on February 5, 2010.

**ADDRESSES:** Written applications and support materials should be sent Kathy Randazzo, Natural Resources Conservation Service, 316 W. Boone Avenue, Suite 450, Spokane, Washington 99201-2348.

**FOR FURTHER RC&D PROGRAM INFORMATION CONTACT:** Shiraz Vira, RC&D Program Manager, Natural Resources Conservation Service, 2145 Basin St. Sw. Ephrata. WA 98823, Phone: (509)754-3023 X1125; facsimile: (509) 754-1868; e-mail: [shiraz.vira@wa.usda.gov](mailto:shiraz.vira@wa.usda.gov); Subject: RC&D mini grants RFP.

**I. FUNDING OPPORTUNITY DESCRIPTION**

**A. Legislative Authority**

The RC&D program is authorized under 7 U.S.C. 1010 and 1011; 16 U.S.C. 590a-590f, 590q, and 3451-3461; and Section 1528 of the Agriculture and Food Act of 1981 as amended by Subtitle I, Section 2805 of The Food, Conservation, and Energy Act of 2008 (Public Law 110-246).

**B. Overview**

The purpose of RC&D program is to accelerate the conservation, development and utilization of natural resources, improve the general level of economic activity, and to enhance the environment and standard of living in designated RC&D areas. It improves the capability of State, tribal and local units of government and local nonprofit organizations in rural areas to plan, develop and carry out programs for resource conservation and development. The program also establishes or improves coordination systems in rural areas. Current program objectives focus on improvement of quality of life achieved through natural resources conservation and community development which leads to sustainable communities, prudent use (development), and the management and conservation of natural resources. RC&D areas are locally sponsored areas designated by the Secretary of Agriculture for RC&D technical and financial assistance program funds.

NRCS will accept applications for single, not to exceed one year, projects submitted to NRCS from eligible RC&D entities located within Washington State only. Applications will only be accepted from RC&D entities located within Washington State.

Complete applications will be evaluated by a technical peer review panel based on the Criteria for Application Evaluation identified in this document. Evaluated applications will be forwarded to a Grant Review Board. The Grant Review Board will make recommendations for project approval to the Washington State Conservationist. Final award selections will be made by the State Conservationist. The State Conservationist reserves the right to not fund any or all proposals.

### **C. Projects or Activities**

For the purposes of RC&D, the proposed project or activity must:

- Enhance the environment and standard of living in designated RC&D areas;
- Improve the capability of Tribal and local units of government and local nonprofit organizations in rural areas to plan, develop, and carry out programs for resource conservation and development;
- Improve quality of life achieved through natural resources conservation and community development leading to sustainable communities, prudent use (development), and/or the management and conservation of natural resources;
- Be located in one of Washington State's authorized RC&D Council areas;
- Be included in the RC&D Council's Area Plan of Work and Annual Plan of Work; and
- Meet at least one of the NRCS BPI goals and report results in reportable deliverables during Fiscal Year 2010.

To be given priority consideration, the project or activity:

- a. Must be completed in a timely manner and address one or more of the goals as identified in the NRCS strategic plan as follows:
  - High Quality, Productive soils.
  - Clean & Abundant water.
  - Healthy plants & Animal Communities.
  - Clear Air.
  - An Adequate Energy Supply.
  - Working farm & Ranch Lands.

## **II. FUNDING AVAILABILITY**

Effective on the publication date of this notice, the NRCS announces the availability of up to \$34,000.00 (thirty four thousand dollars) for RC&D projects in Washington State.

Funds will be awarded through a statewide competitive grants process. Individual projects funded through the RC&D program in fiscal year 2010 may not receive more than \$15,000.00 from Washington NRCS. RC&D will fund single-year projects, not to exceed one year.

The Washington State RC&D program is anticipated to fund approximately three (3) awards. The anticipated start date for awarded projects is March 19, 2010. Awards will be made using grant agreements with NRCS Washington State Office.

## **III. ELIGIBILITY INFORMATION**

Applicants must be an authorized RC&D Council located within Washington State only.

### **A. Project Eligibility**

To be eligible for RC&D program funding, projects must be located in one of Washington State's authorized RC&D Council areas and must be included in the RC&D Council's Area Plan and Annual Plan of Work. In addition, project must result in reportable deliverables during Fiscal Year 2010.

The grantee is responsible for providing the technical assistance required to successfully implement and complete the project. NRCS will designate a Technical Contact to provide oversight for each project receiving an award.

## IV. APPLICATION AND SUBMISSION INFORMATION AND ENVIRONMENTAL REVIEW REQUIREMENTS

### A. How to Obtain Application Materials

All Office of Management and Budget standard forms necessary for submission are posted on the following website: [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp). An application checklist is included with this announcement package.

### B. Application Content and Format

Applications must contain the information set forth below in order to receive consideration for a grant. Applicants should not assume prior knowledge on the part of NRCS or others as to the relative merits of the project described in the application. Applications must submit four (4) copies of the application in the following format:

- Applications should be typewritten or printed on 8 1/2" x 11" white paper. The text of the application should be in a font no smaller than 12-point, double-spaced, with one-inch margins. If submitting applications for more than one project, submit a separate, complete application package for each project.
- If your project can be accomplished in phases, please submit your application in defined, severable phases. This will allow NRCS, if necessary, to make an award at less than the full amount requested. As awards are made, available funds may become limited.

**Applications must include all required forms and narrative sections described below. Incomplete applications will not be considered.**

1. **Application Cover Sheet:** Applications must use Standard Form 424, Application for Federal Assistance as the cover sheet for each project application. Standard Form 424 can be downloaded from [www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp).
2. **Project Summary Sheet:** Applicants must submit a Project Summary Sheet (no more than one page in length) that includes the listed information (a template for the Project Summary Sheet is included as a part of this application package):
  - a. Project Title
  - b. Project Director name and contact information (including e-mail)
  - c. Names and affiliations of project collaborators
  - d. Project purpose
  - e. Project deliverables/products
  - f. Project scope/area
  - g. Project start and end dates (projects should plan to begin no earlier than March 19, 2010)
  - h. Certification - Request for Federal Funds
3. **One-Page Abstract:** A one-page, single-sided, non-confidential technical summary that describes the work to be undertaken and the expected outcome and benefits. The technical summary should take into account the priorities and evaluation factors described in this solicitation. Pages in excess of the one-page limit will be discarded.
4. **Project Description:** The description must include the following information and should not exceed 15 pages (single-sided, double-spaced) in length:
  - a. A project narrative which clearly and concisely describes the proposed project and discusses the expected benefits. The project narrative should provide a clear description of the work to be undertaken and how it will be accomplished. It must be formatted to address each of the merit review criteria listed in Section I.C. and provide sufficient information for the reviewers to evaluate the application in accordance with these merit review criteria. The project narrative should mention the amount of money applied for and matching dollars provided. The project narrative should be organized into the following sections:
    - i. Introduction
    - ii. Technical Relevance and Merit
    - iii. Technical Approach/Work Plan
    - iv. Program Benefits and Environmental Benefits
    - v. Technical, Management, and Administrative Capabilities
  - b. Project background: Describe the history of, and need for the proposed project.
  - c. Project objectives: Be specific using qualitative and quantitative measures, if possible, to describe the project's purpose and goals. Describe how, based on the description of project activities provided in

- section I.C will be met;
- d. Location and size of project or project area: Describe the location of the project and the relative size and scope (e.g., acres, farm types and demographics, etc.) of the project area. Provide a map, if possible;
  - e. Project action plan and timeline: Provide a table listing project actions, timeframes, and associated milestones through project completion;
  - f. Project management: Give a detailed description of how the project will be organized and managed. Include a list of key project personnel, their relevant education or experience, and their anticipated contributions to the project. Explain the level of participation involved in the project by government and non-government entities;
  - g. Benefits or results expected: Identify the results and benefits to be derived from the proposed project activities and explain how the results will be measured. Identify project beneficiaries i.e., agricultural producers by type or region or sector; rural communities; municipalities. Explain how these entities will benefit.
5. **Budget Information:** All Applicants must use Standard Form 424A, Budget Information Non-Construction Programs, to document budget needs. Standard Form 424A is available at [www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp). The cost proposal must:
- a) Indicate the amount of Federal funds requested by the applicant in order to carry out the project. The cost proposal is limited to 12 pages, plus required forms. Pages in excess of the 12-page limit will be discarded.
  - b) Provide a project budget and the applicant's request for a specific amount of Federal funds under this solicitation. The project budget should show a summary of proposed costs for each task identified in the Technical Approach/Work Plan, as well as the matching or corresponding resources devoted to this project by the applicant, including each of the participating entities in a consortium engaged to carry out the project as proposed.
  - c) The project budget should include the following for the applicant and each participant:
    - i. Position title, number of hours, and total cost for personnel proposed;
    - ii. Total cost for travel;
    - iii. Proposed equipment, supplies, or other major expenses over \$5,000;
    - iv. Total of all direct costs;
    - v. Total of all indirect costs;
    - vi. Summary of total project costs.
6. **Budget Narrative:** In addition to the SF424-A, all applicants must provide a detailed narrative (3 pages maximum, single-sided and double-spaced) in support of the budget for the project, broken down by each project year. Itemize the costs necessary for successful completion of the proposed project. Indicate the total amount (both cash and in-kind) of non-Federal matching support that will be provided to the proposed project. An indirect cost-rate agreement must be included if the applicant is claiming indirect costs. Indirect costs can not exceed 10 percent.
7. **Certifications:** All applications must include a signed Standard Form (SF) 424B - Assurances, Non-construction Programs. SF 424B may be found at: [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp).
8. **RC&D Council Area Plan:** Applicants must include a copy of the RC&D Council Area Plan which references the proposed project.
9. **RC&D Annual Plan of Work:** Applicants must include a copy of the RC&D Annual Plan of Work which references the proposed project.
10. **DUNS Number:** A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. For information about how to obtain a DUNS number, go to [www.grants.gov/RequestaDUNS](http://www.grants.gov/RequestaDUNS) or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
11. **Required CCR Registration:** The Central Contractor Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. CIG applicants must register with the CCR. To register, visit <http://www.ccr.gov>. Allow a minimum of 5 days to complete the CCR registration.

### **C. How to Submit an Application**

Applicants must submit one signed original and four complete copies of each project application. Each copy of the proposal must be stapled securely in the upper left-hand corner. Hard copies must be accompanied by an electronic copy on a compact disc (CD). Electronic files must be either Microsoft Word or Acrobat (pdf) files. Applications submitted via facsimile or e-mail will not be accepted.

**Submit written proposals to: Kathy Randazzo, Natural Resources Conservation Service, 316 W. Boone Avenue, Suite 450, Spokane, Washington 99201-2348.**

### **D. Application Due Date**

Proposals must be received in the NRCS Washington State Office by 4 P.M . Pacific Daylight Time (PDT) on February 5, 2010. A proposal's postmark date is not a factor in whether an application is received on time. The applicant assumes the risk of any delays in proposal delivery. Applicants are strongly encouraged to submit completed applications via overnight mail or delivery service to ensure timely receipt by NRCS.

### **E. Funding Restrictions**

Awardees may not use unrecovered indirect costs as part of their matching funds.

### **F. Withdrawal of Applications**

Applications may be withdrawn by written notice at any time before an award is made. Applications may be withdrawn by the applicant, or by an authorized representative thereof, if the representative's identity is made known and the representative signs a receipt for the application.

### **H. Deliverables**

Applications must include the following activities as deliverables:

- a. Semi-annual reports;
- b. Supplemental narratives to explain and support payment requests;
- c. Final report; and
- d. Performance items specific to the project that indicate progress;

## **V. APPLICATION REVIEW**

### **A. Application Review and Selection Process**

Prior to technical (peer) review, each application will be screened for completeness and compliance with the provisions of this notice. Incomplete applications, and those that do not meet the provisions of this notice, will be eliminated from competition and notification of elimination will be mailed to the applicant.

Applications will be reviewed based on the Criteria for Application Evaluation. Reviewed applications will be forwarded to a Grants Review Board, which will certify the peer review panels' recommendations and ensure that the application evaluations are consistent with program objectives. In Washington State, the Grants Review Board consists of four members of NRCS leadership: Assistant State Conservationist (Programs), State Resource Conservationist, Assistance State Conservationist (Operations), and the State Conservation Engineer.

### **B. Criteria for Application Evaluation**

Peer review panels will use the following criteria to evaluate project applications.

1. The proposed project or activity must:
  - a. Enhance the environment and standard of living in designated RC&D areas;
  - b. Improve the capability of Tribal and local units of government and local nonprofit organizations in rural areas to plan, develop, and carry out programs for resource conservation and development;
  - c. Improve quality of life achieved through natural resources conservation and community development leading to sustainable communities, prudent use (development), and/or the management and conservation of natural resources;
  - d. Be located in one of Washington State's authorized RC&D Council areas;
  - e. Be included in the RC&D Council's Area Plan of Work and Annual Plan of Work; and
  - f. Meet at least one of the NRCS BPI goals and report results in reportable deliverables during Fiscal Year 2010.

2. Purpose, Approach, and Goals:
  - a. The purpose and goals are clearly stated;
  - b. There is strong potential for successful completion;
3. To be given priority consideration, the project or activity:
  - a. Must be completed in a timely manner and address one or more of the goals as identified in the NRCS strategic plan as follows:
    - o High Quality, Productive soils.
    - o Clean & Abundant water.
    - o Healthy plants & Animal Communities.
    - o Clear Air.
    - o An Adequate Energy Supply.
4. Project Management:
  - a. Milestones and timeline are clear and reasonable;
  - b. Project staff has the technical expertise needed; and
  - c. Budget is adequately explained and justified.

### **C. Anticipated Announcement and Award Dates**

Awards are anticipated to be announced by March 5, 2010. **Funds are not awarded and work may not start until an agreement is signed by both NRCS and the Grantee.**

## **VI. AWARD INFORMATION AND ADMINISTRATION**

### **A. Award Notification**

Applicants who have been selected for funding will receive a letter of official notification from the State Conservationist or her representative. This official notice will also indicate the need to work with the administrative contact to develop an agreement prior to starting work on the project. Applicants who are not selected will be notified by official letter.

NRCS reserves the right to have grant award(s) administered by a third party. In the event that a third party administers the grant award(s), the applicant/recipient will be notified in writing.

### **B. Grant Agreement**

NRCS will use a grant agreement with selected applicants to document participation in the RC&D program.

The grant agreement will include:

- project purpose;
- project objectives and deliverables;
- the final project plan listing cooperators in the project and identifying the grant applicant and the project manager;
- the project timelines and expected project completion date;
- project progress and budget reporting requirements;
- award amount and budget information;
- information regarding requests for advance of funds or reimbursement;
- the role of NRCS technical oversight in the project;
- reporting requirements;
- changes in project plans; and
- other requirements and terms deemed necessary by NRCS to protect the interests of the United States.

### **C. Reporting Requirements**

Grantees must submit a Federal Financial Report (SF-425) no later than 30 days after the end of each quarter and a final report 90 days after completion of project. The AF-425 is available at:  
[www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html)

In addition, every six months the grantee must submit a written performance progress report to the NRCS Washington State Program Contact. This report is distinct from the quarterly financial report described above. Each progress report shall cover work performed during the previous 6-month period, including any funded or unfunded time extensions, a comparison of actual accomplishments to project goals, and a statement of work projected to be completed in the next 6 month period.

The grantee is responsible for providing the technical assistance required to successfully implement and complete the project. NRCS will designate a Technical Contact to provide oversight for each project receiving an award. These individuals will have technical oversight responsibility for the project.

The grantee must send copies of each progress report to the NRCS Technical contact and comply with any requests for information from this individual. NRCS recommends that the grantee work closely with these subject matter experts throughout the course of the project.

Upon passage of the completion date of the project, a final report must be submitted within 90 days detailing project activities, funding received, funding expended, results, and potential for transferability of results. The final report should address completion of the project deliverables listed in the grant agreement.

## **VII. AGENCY CONTACTS**

For programmatic questions please contact:

Shiraz Vira , Washington RC&D Program Manager  
2145 Basin St. SW  
Phone (509) 754-3023 X1125;  
Facsimile (509) 754-1868  
e-mail [shiraz.vira@wa.usda.gov](mailto:shiraz.vira@wa.usda.gov).

For administrative questions please contact:

Amy Smith, Contract Specialist  
316 W. Boone Avenue, Suite 450  
Spokane, Washington 99201-2348  
Phone (509) 323-2925;  
Facsimile (509) 323-2909  
e-mail [amy.smith2@wa.usda.gov](mailto:amy.smith2@wa.usda.gov)

Additional information about RC&D, including fact sheets and FAQs, is available on the NRCS RC&D webpage at [www.nrcs.usda.gov/programs/rcd/](http://www.nrcs.usda.gov/programs/rcd/)

## **WASHINGTON STATE RC&D GRANTS FISCAL YEAR 2010 APPLICATION PACKAGE CHECKLIST**

1. **Application Cover Sheet:** Complete Standard Form 424 (SF-424).
2. **Project Summary Sheet:** (1 page maximum; template available)
  - a. Project title;
  - b. Project Director name and contact information (including e-mail);
  - c. Names and affiliations or project collaborators;
  - d. Project purpose;
  - e. Project deliverables/products;
  - f. Project scope/area;
  - g. Project start and end dates (projects should plan to begin no earlier than March 1, 2010);
  - h. Certification – Request for Federal Funds;
3. **One-Page Abstract:** Single-sided technical summary
4. **Project Description:** (15 pages maximum, single-sided, double spaced)
  - a. Project narrative ;
  - b. Project background ;
  - c. Project objectives ;
  - d. Location and size of project area (include a map if possible);
  - e. Project action plan and timeline;
  - f. Project management; and
  - g. Benefits or results expected.
5. **Budget Information:** Complete Standard Form 424A (SF-424A).
6. **Budget Narrative:** (3 pages maximum, single-sided, double-spaced)
7. **Certifications:** Complete Standard Form 424B (SF-424B).
8. **RC&D Council Area Plan:** Include a copy of area plan
9. **RC&D Annual Plan of Work:** Include a copy of annual plan
10. **DUNS Number:** For information about how to obtain a DUNS number go to <http://www.grants.gov/RequestaDUNS> or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
11. **Required CCR Registration:** Visit [www.ccr.gov](http://www.ccr.gov) to register.



**Application for Federal Assistance SF-424**

Version 02

\*1. Type of Submission:

- ☐ Preapplication
- ☐ Application
- ☐ Changed/Corrected Application

\*2. Type of Application

- ☐ New
- ☐ Continuation
- ☐ Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify)  
\_\_\_\_\_

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name:

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

\*c. Organizational DUNS:

**d. Address:**

\*Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

\*City: \_\_\_\_\_

County: \_\_\_\_\_

\*State: \_\_\_\_\_

Province: \_\_\_\_\_

\*Country: \_\_\_\_\_

\*Zip / Postal Code \_\_\_\_\_

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: \_\_\_\_\_

\*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

Title:

Organizational Affiliation:

\*Telephone Number:

Fax Number:

\*Email:

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:****11. Catalog of Federal Domestic Assistance Number:**

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CFDA Title:

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**\*12 Funding Opportunity Number:**

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\*Title:

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**13. Competition Identification Number:**

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Title:

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**14. Areas Affected by Project (Cities, Counties, States, etc.):****\*15. Descriptive Title of Applicant's Project:**

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\*a. Applicant: \_\_\_\_\_

\*b. Program/Project: \_\_\_\_\_

**17. Proposed Project:**

\*a. Start Date: \_\_\_\_\_

\*b. End Date: \_\_\_\_\_

**18. Estimated Funding (\$):**

\*a. Federal \_\_\_\_\_

\*b. Applicant \_\_\_\_\_

\*c. State \_\_\_\_\_

\*d. Local \_\_\_\_\_

\*e. Other \_\_\_\_\_

\*f. Program Income \_\_\_\_\_

\*g. TOTAL \_\_\_\_\_

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E. O. 12372**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**☐ Yes☐ No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☐ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

**Authorized Representative:**

Prefix: \_\_\_\_\_

\*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

\*Title: \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

\* Email: \_\_\_\_\_

\*Signature of Authorized Representative: \_\_\_\_\_

\*Date Signed: \_\_\_\_\_

**Application for Federal Assistance SF-424**

Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

# INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation – An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision – Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> <li>A. Increase Award    B. Decrease Award</li> <li>C. Increase Duration    D. Decrease Duration</li> <li>E. Other (specify)</li> </ul> </li> </ul>	11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.	13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.	14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina's 103 <sup>rd</sup> district. <ul style="list-style-type: none"> <li>• If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.</li> <li>• If nationwide, i.e. all districts within all states are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul>
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions: <ul style="list-style-type: none"> <li>a. <b>Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.</li> <li>b. <b>Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.</li> <li>c. <b>Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</li> <li>d. <b>Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</li> <li>e. <b>Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the</li> </ul>	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	assistance activity, if applicable.		State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State																								
	<b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.	20.	<b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.  If yes, include an explanation on the continuation sheet.																								
9.	<b>Type of Applicant: (Required)</b> Select up to three applicant type(s) in accordance with agency instructions.	21.	<b>Authorized Representative: (Required)</b> To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)																								
	<table border="1"> <tr> <td>A. State Government</td><td>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td></tr> <tr> <td>B. County Government</td><td>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td></tr> <tr> <td>C. City or Township Government</td><td>O. Private Institution of Higher Education</td></tr> <tr> <td>D. Special District Government</td><td>P. Individual</td></tr> <tr> <td>E. Regional Organization</td><td>Q. For-Profit Organization (Other than Small Business)</td></tr> <tr> <td>F. U.S. Territory or Possession</td><td>R. Small Business</td></tr> <tr> <td>G. Independent School District</td><td>S. Hispanic-serving Institution</td></tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td><td>T. Historically Black Colleges and Universities (HBCUs)</td></tr> <tr> <td>I. Indian/Native American Tribal Government (Federally Recognized)</td><td>U. Tribally Controlled Colleges and Universities (TCCUs)</td></tr> <tr> <td>J. Indian/Native American Tribal Government (Other than Federally Recognized)</td><td>V. Alaska Native and Native Hawaiian Serving Institutions</td></tr> <tr> <td>K. Indian/Native American Tribally Designated Organization</td><td>W. Non-domestic (non-US) Entity</td></tr> <tr> <td>L. Public/Indian Housing Authority</td><td>X. Other (specify)</td></tr> </table>	A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)		
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## BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006  
Expiration Date 04/30/2008

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$		\$		\$
2.						
3.						
4.						
5. Totals		\$		\$		\$

## SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$		\$		\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$		\$		\$
7. Program Income	\$		\$		\$

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Prescribed by OMB (Circular A -102)

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.		\$		\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$		\$	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)		\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program		FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.		\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$	\$	\$	\$
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					



**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED	